



## Joint Statutory Committee on Legislative Administration

### Committee Rules

83rd Legislative Assembly  
2025 – 2026 Interim

The committee will operate in accordance with the Oregon Constitution; House and Senate Rules; custom, usage and precedents; Mason's Manual of Legislative Procedure and applicable statutory provisions.

1. **Officers.** Per ORS 173.730(4), the President of the Senate and the Speaker of the House shall act as co-chairs and may alternate at succeeding meetings as presiding chair and vice chair of the committee.
2. **Quorum.** A majority of the members appointed to the committee from the House of Representatives and a majority of the members appointed to the committee from the Senate shall constitute a quorum for the transaction of business. In the absence of a quorum, a co-chair may assign one or more members to receive public testimony.
3. **Meetings.** The co-chairs shall call meetings, set agendas and cause notice of the time and place of committee meetings in accordance with House and Senate Rules. In the event of a conflict, the more generous public notice provisions apply. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken. Meetings shall be open to the public.
4. **Committee Action.** An affirmative vote of a majority of the committee members from the House and a majority of the committee members from the Senate is required to approve recommendations or introduce a measure for pre-session filing.
5. **Recording.** Meetings of the committee shall be recorded. A recording log of all meetings of the committee shall be produced to reference the recording of each meeting. Meetings will be video recorded when practicable. The recording log shall be available to the public within a reasonable time and shall include the following:
  - a. Attendance of members and staff;
  - b. Names of witnesses;
  - c. All motions and their disposition;
  - d. The recorded vote on official action; and
  - e. Any announcements of conflicts of interest.
6. **Off-site meetings.** Any committee meeting held outside the Capitol shall adhere to the same notice provisions as a regular meeting. Recordings shall be made in the same manner as a regular meeting unless the use of recording equipment is not practicable. At a minimum, written minutes should be kept noting attendance and any subject matter discussed. A recording of the meeting and recording log must be made if any work session is held. Meetings shall be open to the public.

7. **Field Trips.** A written summary of the committee's activities may be prepared in lieu of a recording of a meeting when the committee conducts a tour, inspection, or other similar activity outside the Capitol provided, however, that a recording of the meeting and recording log must be made if any public hearing or work session is held. If a written summary is prepared, it shall be made available to the public within a reasonable time after the meeting.
8. **Subcommittees.** Subcommittees may be appointed by the co-chairs with specific instructions on matters to be investigated by the subcommittees. However, only the full committee is authorized to take final action on recommendations affecting any matter before the committee.
9. **Measure Introduction.** Measures introduced by the committee at the request of any organization or person shall indicate the person or organization interested in the measure by stating that the measure is introduced by the committee "at the request of [the person or organization]."
10. **Amending the Rules.** Committee rules may be amended by the affirmative vote of the majority of the House members of the committee and an affirmative vote of the majority of the Senate members of the committee, but at least one day's notice shall be given in writing to each committee member and the Chief Clerk of the House and the Secretary of the Senate.
11. **Suspending the Rules.** These rules may be suspended temporarily by the affirmative vote of two-thirds (2/3) of the members from the House and two-thirds (2/3) of the members from the Senate.

PROPOSED: 1-14-2026